



**BUILDING INSPECTION
DEPARTMENT**
106 Jones Street, Watertown WI 53094
920-262-4060

SIGN PERMIT
**\$50/Sign (new or modification of sign
face or structure)**
\$10/Auxiliary Sign

OFFICE USE ONLY

Permit #: _____
Date: _____
Issued by: _____
Fee Paid: Cash/Check/Card
Check #: _____

Date Application Submitted: _____

The applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions of Chapter 550, Article XII: Signs and Projections Ordinance of the City of Watertown in effect at the time of this application, and with any special provisions listed below or attached hereto, and any and all plans, details, or notes attached hereto and made a part thereof.

1. Applicant:

Applicant/Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Plans Prepared By: _____

City: _____ State: _____ Zip Code: _____

Preparer's Email: _____ Preparer's Local Phone: _____

2. Location Information:

Address: _____

Zoning District: _____ Current/Proposed Land Use: _____

Located within Downtown Historical District? ☐ Yes ☐ No

If yes, provide Certificate of Appropriateness

Located above Right-of-Way? ☐ Yes ☐ No

If yes, provide proof of liability insurance

Located within Vision Triangle? ☐ Yes ☐ No

3. Proposed Sign (Fill out and check all that apply):

Sign Material: _____

Sign Size and Height: _____ Estimated Cost of Sign: _____

Will the proposed sign be illuminated? ☐ Yes ☐ No

If yes, an electrical permit will be required

Type of illumination: _____

Permanent Sign Type: ☐ Monument ☐ Dual Post ☐ Pylon ☐ Wall
☐ Awning ☐ Canopy ☐ Marquee ☐ Blade
☐ Suspended ☐ Permanent Plat ☐ Drive-Through ☐ Wall Changeable
☐ Plaque ☐ Electronic Message Center ☐ Freestanding Changeable

Dimensions:

Front Footage of Building	_____ x 1 = _____	Side Footage of Building	_____ x 1 = _____
Front Existing Signage	_____ (Sq. Ft.)	Side Existing Signage	_____ (Sq. Ft.)
Front Proposed Signage	_____ (Sq. Ft.)	Side Proposed Signage	_____ (Sq. Ft.)
Height Above Sidewalk	_____	Sign/Awning Projection	_____

4. Materials (Select and provide all applicable materials):

- ☐ Signage Plan (§ 550-134B(7)) ☐ Proof of Liability Insurance ☐ Occupy Right-of-Way Permit*
☐ Traffic Control Plan* ☐ WisDOT Approval ☐ Electrical Permit
☐ Certificate of Appropriateness ☐ Pylon Signage Plan (§ 550-132C(4))

* = Temporary encroachments or obstructions of City right-of-way (streets and/or sidewalks) require an occupy right-of-way permit under Section § 457-7B(9) of the City of Watertown Municipal Code

5. Local Construction/Installation Contact:

Name of Individual/Contractor Responsible for Construction: _____

Phone of Individual/Contractor Responsible for Construction: _____

Indemnification:

The applicant and/or permit holder, by accepting a permit under 550, Article XII: Signs and Projections, agrees to indemnify, defend, and hold harmless the City of Watertown, its elected and appointed officials, officers, employees, agents, representatives, and volunteers (collectively, the "Indemnified Parties") from and against any and all suits, actions, legal or administrative proceedings, claims demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature in any manner caused in whole or in part, or claimed to be caused in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of the permit holder or anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on one or more of the Indemnified Parties. The obligation to indemnify, defend, and hold harmless the Indemnified Parties shall be applicable even if the liability results from an act or failure to act on the part of one or more of the Indemnified Parties. However, the obligation does not apply if the liability results from the willful misconduct of an Indemnified Party.

Acknowledgements & Signature:

I certify that I am the person who made and signed this application for permanent signage and that all statements made herein are true and correct.

I further acknowledge that I must provide an application fee and shall be required to pay all costs reasonably incurred in reviewing the application, including cost incurred in retaining outside consultants.

By: _____
(Signature of Applicant/Company Authorized Representative) (Title) (Date)

(Type/Printed Name of Person Signing Above)

(Authorized Applicant/Company Representative Telephone #)

The City of Watertown Building, Safety & Zoning Department hereby authorizes the installation of the above per submitted drawings.

City Official

Date